



# COUNTY OF SANTA CRUZ

## General Services Department Purchasing Division

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

### **ADDENDUM #1**

Request for Proposal (RFP) 23P3-016  
FOR  
Disaster Recovery Management Services

Issued  
04/03/2024

This addendum (#1) is being issued to answer questions posed by prospective vendors regarding RFP 23P3-016.

### **Vendor #1**

1. Question: Are CVs/bios included in the 40 page count limit?

**Answer: No.**

2. Question: Does the 12-point font requirement apply to tables and graphics?

**Answer: No, however, text should be large enough to be legible.**

3. Question: Can you clarify what a Fictitious Business Name Statement" is?

**Answer: Any person who regularly transacts business for profit under a fictitious business name (name that does not include the surname of the individual owner and each of the partners or the nature of the business is not clearly evident by the name) in the County of Santa Cruz is required to file a Fictitious Business Name Statement with the County Clerk within 40 days of first transacting business. If applicable, please provide proof of your Fictitious Business Name with your submittal per section 2.20 of the RFP:**

**You can learn more about fictitious business names here:**

**<https://sccoclerk.santacruzcountyca.gov/CountyClerkHome/FictitiousBusinessNames.aspx> .**

4. Question: Section 3.2.2(f) requests the awarded bidder to "provide claims auditing assistance prior to submittal to FEMA and to Cal OES". It is our interpretation that this request is for the awarded bidder to review grant funding claims prior to submission to FEMA and Cal OES, and not necessarily to provide audit services. Can you please confirm if our understanding is correct?

**Answer: This understanding is correct.**

5. Question: 1.: Section 3.2.2(f) requests the awarded bidder to “provide claims auditing assistance prior to submittal to FEMA and to Cal OES”. It is our interpretation that this request is for the awarded bidder to review grant funding claims prior to submission to FEMA and Cal OES, and not necessarily to provide audit services. Can you please confirm if our understanding is correct?

**Answer: Yes the County needs support ensuring FEMA Claims are complete, comprehensive and positioned for reimbursement so selected consultant shall audit and ensure claims are complete as needed. We do not expect consultant to provide auditing services.**

6. Question: Section 2.20 of the RFP states "Respondents shall submit copies of all applicable licenses". Is the County requesting copies of professional certification licenses?

**Answer: You may submit applicable licenses that directly relate to the procurement.**

7. Question: Does the County require the font size and style of font in the filled out attachments and exhibits to be the same as the font size and style in our response language?

**Answer: Yes.**

8. Question: Do the required attachments and exhibits count against the page limit?

**Answer: No.**

## **Vendor #2**

1. Question: Per **Section 5. Official Proposal Form**, proposals must not exceed 40 pages or 20 sheets of 8 ½" x 11" paper. Are resumes included in the page count?

**Answer: No.**

2. Question: Per **Section 5. Official Proposal Form**, proposals must not exceed 40 pages or 20 sheets of 8 ½" x 11" paper. Are required exhibits included in the page count?

**Answer: No.**

3. Question: Per Section 5. Official Proposal Form, proposals must not exceed 40 pages or 20 sheets of 8 ½" x 11" paper. Is the Cover Letter/Letter of Intent included in the page count?

**Answer: Only if the letter exceeds 2 pages.**

4. Question: Per Section 5. Official Proposal Form, proposals must not exceed 40 pages or 20 sheets of 8 ½" x 11" paper. Is a table of contents included in the page count?

**Answer: No.**

5. Question: Per Section 5. Official Proposal Form, proposals must not exceed 40 pages or 20 sheets of 8 ½" x 11" paper. Are required Attachment 1-Cost Proposal Form, Attachment 2-Certification Regarding Debarment, and Attachment 3-Certification Regarding Lobbying included in the page count?

**Answer: No.**

6. Question: Per Section 5. Official Proposal Form, proposals must not exceed 40 pages or 20 sheets of 8 ½" x 11" paper. Would the County accept 11x17 pages for relevant charts or graphs?

**Answer: Yes, but only if they are folded into the proposal in the correct order as noted in the table of contents. These will count towards the proposal total page count.**

7. Question: Per Section 5. Official Proposal Form, proposals must have a font size of no less than 12 point font. Would the County accept a smaller font for graphics, charts, or other supporting visual elements?

**Answer: Yes, but only if text is large enough to be legible.**

8. Question: The ending point of Section 5. Official Proposal Form is unclear. Can the County confirm which pages from the RFP should be included as a completed Section 5. Official Proposal form (i.e. pages 17, 18 and/or 19 of the RFP)?

**Answer: Include Page 17-18 of the RFP document with your proposal, including the completed contact section, check list, compliance, cost extension, and signatures.**

9. Question: On pages 18-19 of the RFP, under Proposal Content Requirements, headers C and D are both "Firm Qualifications, Team Organization, Experience and Certifications/Qualifications". C appears to refer to Firm qualifications while D appears to refer to Staff qualifications. Can the county confirm the headers/organization of these proposal sections? Please also clarify accuracy as it relates to page 17 for itemization of what respondent shall include with proposal, under "Firm Qualifications/Team Organization, Experience and Certifications/Qualifications".

**Answer: The County wants to understand the firm's experience and qualifications. The County wants to understand who the project team will be, including primary and major support members and their respective experience levels.**

10. Question: Section 2 Instructions to Respondents, 2.5 Public Opening of Proposals: will the public opening be hosted virtually in addition to in-person? Will the public opening be documented in publicly available meeting minutes?

**Answer: The bid opening will be located at Room 330 at 701 Ocean Street. It will not be virtual, nor will any recordings or minutes be taken. Vendor selection will not be made at the time of opening, though submittals will be given an initial review for appearance of completeness. A Bid Receipt and Opening document will be available after the opening upon request noting which vendors have submitted a bid along with the date/time of submittal and whether the response appears complete.**

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### **Vendor #3**

1. Question: Please clarify how Proposal Evaluation Criteria 5. Price, will be evaluated.
  - Will the lowest bidder receive the full 20 points?
  - Will the County use a formula to allocate incremental points based on comparative costs?

**Answer: The proposal will be evaluated per the directions noted in Section 2.12 and at the discretion of the County's selected review committee. This solicitation does not require a specific formula or rubric for assignment of points beyond the Evaluation criteria point distribution located in Section 2.12.**

2. Question: Please confirm that the 40 page maximum does not include required forms/attachments, table of contents, resumes, or cover pages

**Answer: Correct. Required forms/attachment, table of contents, resumes, or cover pages are not included in the 40 page maximum limit.**

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### **Vendor #4**

1. Question: What disasters is the County trying to claim FEMA PA reimbursements for? (It looks like the County has recent declarations from fires, COVID and the January '23 Winter Storms)

**Answer: The County may seek consultant support services for prior FEMA-PA federally declared disasters from 2017 (DR 4301,4305,4308), 2020 CZU (DR-4558), 2023 Disasters (DR 4683, 4699) and future Federal Declarations.**

2. Question: What are the noted issues the County has encountered while navigating the FEMA PA Process so far? (procurement, funding delays, project formulation, compliance, etc)

**Answer: Challenges include but are not limited to: navigating the FEMA Grants portal, FEMA Validate as you GO (VAYGo) documentation and process, project formulation, EEI gathering, EHP compliance, cost versus reimbursement forecasting, reimbursement delays, needing FEMA-PA dashboard**

3. Question: To what extent are Non-Congregate Sheltering projects for COVID a portion of the outstanding PA Reimbursement Requests?

**Answer: Most of this work has been completed or is currently being addressed by existing resources. Those elements are not primary to this scope.**

4. Question: Can the County describe the process used to develop the existing projects being claimed for reimbursement?

**Answer: During the interview process we can elaborate on process. Currently existing staff resources (fiscal and engineering) are attempting to do this work without adequate training or a comprehensive system. A consultant may provide additional SME in training for best practices.**

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5. Question: Is there a page limit for the RFP response and, if so, which sections of the RFP response are counted within that limit?

**Answer: Per Section 5: Proposals must be clear, succinct, and not exceed 40 pages or 20 sheets of 8 1/2" x 11" paper of no less than 12-point font. This word count maximum does not include the cover, table of contents, a cover letter of 2 or fewer pages, the RFP exhibits and attachments, or resumes of 2 or fewer pages.**

6. Question: Would the County elaborate on the on-site/remote expectation for the work to be performed?

**Answer: Initial kick off and periodic in-person availability will be helpful, however most work can be hybrid/remote.**

7. Question: Will the County provide fillable forms for the Exhibits and Attachments?

**Answer: The County will not provide fillable forms for this solicitation; however it is acceptable for respondents to use Adobe Acrobat to add fillable fields as long as no existing text on the forms is altered.**

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#### **Vendor #5**

1. Question: Can the County confirm current FEMA PA projects total \$100 million?

**Answer: The County has sustained over \$250 million in FEMA PA damages, FEMA -PA projects from 2017 thru 2023 are in various stages inside and outside FEMA Grants Portal. The current total may be higher than that.**

2. Question: What does the County estimate for the amount of expenditures for the 2024 declaration?

**Answer: 2024 may be around \$6-10 Million in damages**

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#### **Vendor #6**

1. Question: •Do the Exhibits, Attachments, Official Proposal Form, and Staff Resumes count towards the 40-page limit?

**Answer: No.**

2. Question: Would the County permit the submission of a redacted version of our proposal, alongside the full, non-redacted version?

**Answer: No. All RFP submittals are subject to public inspection in accordance with the CPRA. You must follow the instructions located in section 2.22 if you wish to protect proprietary information.**

3. Question: Will the County be providing a Services Agreement or Sample Contract?

**Answer: No. Standard County Terms and Conditions can be reviewed in Section 4. These terms and conditions would also be applicable to any subsequent agreements.**

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## **Vendor #7**

1. Question: Please confirm that resumes, exhibits, attachments, and financial statements are excluded from the 40-page limit.

**Answer: Confirmed. Resumes are excluded as long as resumes remain within a 2 page limit.**

2. Question: Please confirm the “present workload (ability to respond)” stated on Page 19 refers to the present workload of the proposed key staff.

**Answer: Yes, the County wants to confirm that the proposed consultant TEAM has the bandwidth to respond to work load fluctuations, deadlines, RFI requests, County staff requests in a timely manner.**

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## **Vendor #8**

1. Question: Does the County expect all work to be performed remotely?

**Answer: Consultant support once a project is initiated and stable can be primarily remote based. In person during the project kick-off, initiation and integration with County teams is preferred. Cost and feasibility of in-person can be discussed and negotiated.**

2. Question: Does the 12-point font requirement include tables and graphics?

**Answer: 12 point font should be used whenever possible, but when it comes to tables and graphics, the font may be smaller as long as it is legible.**

3. Question: Does the 40-page limit include forms, resumes, and other attachments such as financial statements?

**Answer: No, as long as resumes remain 2 pages or less. Financial statements do not count towards the page limit, nor do the completed required County forms and exhibits.**

All other information remains the same.

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March 29, 2024 was the deadline for all questions regarding this RFP. No further questions will be accepted by Purchasing.

### **RFP SUBMITTAL DEADLINE REMAINS UNCHANGED.**

RFP DUE:

Friday April 12, 2024, by 5:00 PM Pacific Time  
In the Purchasing Division of General Services  
701 Ocean Street, Room 330  
Santa Cruz, CA 95060



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**04/03/2024**

Date